

To be printed on Institute Letter Head

Date:
From,
Head of Institute (Name),
Designation

To,
The Sr. Project Manager,
T10kT Programme,
Department of CSE,
KReSIT Bldg.,
IIT Bombay, Mumbai-400076

Permission Letter for Short Term Training Programme (STTP)

This is to certify that Prof. _____ is a regular teaching employee in the department of _____ of our Institute with a designation of _____ (Jr. Lecturer/Lecturer/Sr. Lecturer/ Asst. Professor/Associate Professor/ Professor/ HOD/ Reader/ Principal/Vice Principal/Visiting Faculty/Teaching Fellow/Teaching Assistant). He/ She is permitted to attend the **Short Term Training Programme (STTP)** on Pedagogy **for Effective use of ICT in Engineering Education**, under the National Mission on Education through ICT (MHRD, Govt. Of India) from 05th to 7th January and 19th to 21st January 2015, in _____ **REMOTE CENTER NAME** _____.

The Institute has no objection to him/her participating in the **Short Term Training Programme (STTP)**. We will make sure that no official duties will be delegated which may affect his/ her participation, during the STTP.

I ensure that the participant will follow the below mentioned conditions:

1. He/ She will complete all the online activities of one week of equivalent full time work, from 8th to 18th January 2015 and 22nd to 31st January 2015. He/ She will also attend the face to face interaction at the remote center through A-View on the above specified dates.
2. He/ She will report to the local organizers well in time.
3. He/ She will attempt to complete the STTP with full attendance.

I will make sure that the nominated staff will be regular in attending the STTP and will complete all the assignments given during the STTP. I understand that otherwise his/her certificate is liable to be withheld by IIT Bombay.

Thank You,
Institute Head's Signature & Stamp